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**Red Hall Primary School**

**Feedback and Marking Policy**

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| **Document History** |
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| **By:** | SLT |
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**Purpose**

The purpose of this policy is to present staff with the information necessary to enable us to offer a consistent, whole school approach towards marking and the provision of feedback. Red Hall is a ‘Growth Mindset’ school meaning that we believe that child can develop to reach their full potential more quickly if language used by staff is supportive and builds self-esteem.

Growth minded language motivates students to ensure they remain persistent, resilient and focused on the process of learning. It is important to give learners feedback about how their process leads to a result they can understand that their abilities will develop with effort.



**Aims**

The feedback children receive regarding learning can make a vital contribution to their motivation and progress. This also provides essential information for assessment and for informing further planning, teaching and learning**.**

Further to this, quality feedback and marking can;

* Show that the work children have completed is valued by us and they should value their own efforts.
* Boost self-esteem and aspirations through the use of praise and encouragement.
* Assess children’s understanding and identify any misconceptions.
* Offer children a clear understanding of what they have achieved, matched to their learning objective and individual targets.
* Provide a clear view of where children are now in their learning and what their next steps should be.
* Challenge children in two ways: firstly an academic challenge linked to their learning; secondly to aid children in developing a ‘Growth Mindset’ approach to learning.
* Provide a basis for assessment and inform individual progress.
* Allow children to support each other’s progress through peer assessment.

**In practice**

* Staff marking will always be completed in black pen.
* Editing and improving by a child will always be completed in green pen.
* A consistent approach to marking will be used throughout the school (*see Appendix A for marking codes*).
* All adults in the classroom should follow this policy to ensure consistency and progression.
* Specific time needs to be allocated for children to read, reflect and respond to marking.
* Marking should be linked to the individual needs of the children: at the start of the year ALL marking codes would be used throughout a piece of writing, whereas from the February half term children will be expected to work more independently with marking codes placed at the end of a paragraph as opposed to in the margin next to a specific line. In addition to this success ladders would become more generalised, e.g. stating ‘punctuation’ instead of ‘ use ? , ! ;’.
* Peer and self-assessment should be completed with children to give them the opportunity to evaluate and suggest improvements for themselves and others. From Reception to end of KS1 the children are expected to self assessment their own work (using a ‘green, yellow, red’ system); in KS2 children are expected to provide a short sentence that recognises the progress they have made and / or their next steps for development (in numeracy, literacy and all other subjects). Teachers will then respond to this, either verbally or in the child’s book.
* In literacy marking for COLD pieces of writing will inform future planning, and marking of HOT pieces will identify children’s progress. It is essential that these two pieces of writing are quality marked using the full range of marking codes.
* When making a decision about when to highlight an achieved criteria in the back of a book (in particular for numeracy, literacy and science) staff need to ensure that this judgement is based on purely independent work from a pupil and not as a result of editing or improving.
* Staff will need to refer to subject specific ‘non-negotiables’ for further clarity on how to mark in each subject area (*see Appendix B*).

**Types of Marking and Feedback**

**Verbal Feedback (VF)**

An adult will talk to the child about their work and the learning that has taken place, focusing on the learning objective, success criteria for the learning or specific targets. The child should be questioned about aspects of their work where input is required to correct misunderstandings or further extend their learning. The work will then be annotated and marked **VF**.

This type of marking is particularly important in EYFS and KS1 or with SEND children where accessing written comments would be difficult.

**Written Feedback**

This consists of ticks when something is correct and a dot when it is incorrect and is used with closed tasks where there is either a right or wrong answer. This type of marking can also be used by children (monitored by an adult) e.g. to mark a maths test.

Most work will where possible be marked in relation to the learning objective. This will include next steps in order to achieve a specific target. Some marking will take place with the child, in order to give immediate feedback and allow a response to marking.

In order for the marking to have an impact on learning the children need to be given time to read and act upon suggestions given. Time should be allocated for children to read and respond to any comments made by the teacher. This needs to happen as soon as possible and before moving on to another piece of work, to allow the children to apply new understanding. This work should be completed in green pen.

**Editing and Improving**

Different types of prompts can be used depending upon the type of work/task involved and the ability of the child;

* A reminder prompt (Can you think of a better word than ‘said’?
* A scaffolded prompt (What kind of person was he? Change ‘bad’ for something more powerful that makes him sound scary.)
* An example prompt (Try one of these words or a word of your own instead of….)

**Growth Mindset Examples**

When they struggle despite strong effort:

* You might be struggling, but you are making progress. I can see your growth (in these places).
* Look at how much progress you made on this. Do you remember how much more challenging this was (yesterday/last week/last year)?
* You can do it – it’s tough, but you can; let’s break it down into steps.

When they struggle and need help with strategies:

* Let’s think about how to improve (the accuracy of) this section/paragraph/sentence/word choice/logic/description/problem/calculation.
* Describe your process for completing this task.
* What parts were difficult for you? Let’s look at them.
* I can see a difference in this work from before, you have really progressed.
* I am very proud of you for not giving up, look what you’ve achieved…

When they succeed and are ready for the next challenge:

* I want you to remember for a moment how challenging this was when you began, look how far you’ve come…
* It’s exciting to see the difference in your work now when I compare it to your earlier work…
* You’re ready for something more difficult, which skill would you like to focus on next?

**How can children evaluate their own learning?**

All children at Red Hall Primary School have targets for the development of their work. Each lesson has a learning objective (LO) clearly displayed, which is shared by teachers at the beginning of the lesson.

**Self-Assessment**

1. In Key Stage 1 children should colour in a box or smiley face which relates to their LO in Red, Yellow or Green at the end of their piece of work.
2. In Key Stage 2 children should use a coloured pencil at the end of the piece of work (R/Y/G) assessing themselves against the LO. They are also expected to write a sentence to self-assess a completed piece of work to recognise their own progress.

**Peer Assessment**

As children progress through school they should be given opportunities to evaluate each other’s work in any subject;

* Children need to be shown how to do this and have the opportunity to practice through modelling (e.g. using legible cursive script, or a dictionary to check spellings, so that feedback can be read and is beneficial).
* Children should be given clear guidelines for how to carry out this assessment.
* Pairings/groupings should be chosen carefully.
* Children should be encouraged to participate in a dialogue.

**Presentation**

It is very important to ensure consistency towards presentation of work across the school. Staff should focus on the following guidelines to ensure this consistency, taking into account age and ability of children where necessary.

Children will write in pencil until they demonstrate sufficient ability to write fluently and legibly, at which point they can use a handwriting pen (as supplied by the school).

Work should have a date and title and lesson objective, which should be underlined, using a ruler. As a priority, children should be encouraged to write the date and titles themselves, though where necessary, teachers may do this or use other methods such as date stamps or sticky labels with titles printed on.

**Early Years foundation stage (EYFS) and Key Stage 1**

Children should be encouraged to write from the left hand edge of the page, or margin, though EYFS does allow for more freedom when first exploring letter shapes and formation.

**Key Stage Two**

All pupils will be taught to use the cursive handwriting style. Modelling of appropriate presentation and handwriting style should also be evident in adult’s marking.

**Praise and Encouragement**

As well as the encouragement offered by the above system, staff should make liberal use of the various stickers and stamps available to reward effort and achievement alongside positive comments and feedback.

***Appendix A***

**Marking Codes**

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| --- | --- |
| **R/Y/G** | Green = Learning Objective AchievedYellow = Some progress made against Learning ObjectiveRed = No progress made against Learning Objective |
| **CL** | Missing or incorrectly placed capital letter, with a CL in a box in the margin |
| **Punctuation Mark in a box** | Missing or incorrectly placed punctuation mark in a box in the margin |
| **Word Double Underlined using a ruler** | Spelling Error (These should be selected from targeted spellings linked to national curriculum expectations and Read, Write, Inc.) |
| **Word or Sentence underlined with a squiggly line and ?** | Does this make sense? |
| **//** | New Paragraph |
| **^** | Omission Mark for a missing word or phrase |
| **G in a box** | Grammatical Error |

**Additional Codes**

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| --- | --- |
| **VF** | Verbal Feedback Given |
| **I** | Independent Work |
| **W/C** | Whole Class |

* **Adults will place their initials next to marking comments, as well as giving the date and a Red / Yellow / Green assessment, e.g.**

**G RG 20.07.17**

**Important information:**

**After February Half Term, marking codes will be included at the end of a longer paragraph indicating where punctuation errors / spelling errors have been identified. It is then up to the child to edit these errors, using prior knowledge. If children struggle with this, further teaching and intervention needs to take place.**

***Appendix B***

**Subject Specific Non-Negotiables**

Non NEGOTIABLES IN WRITING

# ESSENTIALS

1. Children to gain their **handwriting** **pens** from **Miss Snowdon** – opportunities available for this half termly – children must come to the hall and bring their books with them, Literacy as well as Topic.
2. The **long date** should be included for all pieces of writing e.g Thursday 10th August 2016.
3. A **title** and **challenging** **learning objective** linked to the stage the children are on and the stage they should be on must be used each lesson.
4. The date and title must be **underlined** using a ruler.
5. Cold pieces of writing must have the date, title and learning objective printed onto **blue card**. Hot pieces must have the same on **yellow card.**
6. **Differentiated** success ladders must be given for all hot pieces of writing.
7. Success ladders must have an area for **children to self-assess** as well as the teacher / TA marking the work to also assess.
8. Marking **must** be kept up to date and completed in **black** pen.
9. Editing and improving needs to be more **substantial**. Instead of asking for a children to write a sentence with a connective in, ask the child to rewrite a paragraph including two connectives. This shows they understand the concept of using connectives.
10. **Green** **pen** to be used for editing and improving on a **daily** basis.
11. **All staff to move around groups**. Teachers need to have an understanding of the progress of ALL groups within the classroom.
12. **Ensure marking for cold pieces of writing informs future teaching**, for example: if you recognize children have not understood persuasive language in a persuasive letter, lessons after the cold piece of writing should focus on these identified targets. This must also be seen through planning.
* Termly scrutinies will monitor the performance of each class against these criteria.

NON NEGOTIABLES IN NUMERACY

# ESSENTIALS

1. Work in **pencil** and use a **ruler**
2. Have a **challenging** **LO** linked to the stage children are on and the next stage up
3. **Self-assessment** for **each** lesson
4. Short date **always** used, i.e. 10.08.2016 – this must be underlined
5. **More independent** work than worksheets
6. Feedback given in **black pen** linked to LO. No ‘well done’ but explaining how to improve (using cursive script handwriting)
7. **Green** pen used **daily** for corrections
8. **Weekly challenges** – linked to LO and completed in **green** pen
* Termly scrutinies will monitor how each class is performing against these criteria.

Non NEGOTIABLES IN SCIENCE

# ESSENTIALS

1. Work to be recorded in **Science books** at least once **every two weeks**.
2. Planning must be completed for each lesson and include **one objective** from science grid AND one **working scientifically objective**. Success criteria include **must**, **should** and **could** statements. Activity should be broken down into **LA**, **MA** and **HA**. Ensure **key vocabulary** from year group included.
3. A **concept map** must begin each topic in science (with words from sheet in planning file). This is initially completed in pencil and then annotated in green pen as the children gain knowledge.
4. **Minimum** of **one investigation** or science experiment each half term with data analysis at least once a term (e.g. bar chart or line graph).
5. **Recording** in science books must be **high standard** as in literacy books and use the skills practiced in literacy lessons.
6. In plenary **display questions** linked to LA, MA and HA differentiation to be answered in books so that challenge for more able is clearer.
7. **Worksheets** should be used **sparingly**.
8. Children to use pencil at all times for drawing (e.g. diagrams and observations) and a handwriting pen (if they have been awarded one) for the writing.
9. The **short date**, a **title** and **challenging** **learning objective** linked to the stage the children should be used in each lesson (the date and title must be underlined using a ruler).
10. There must be a **challenge** for the higher ability children.
11. **Science assessment grids** for the stage connected to that year group must be displayed in the back of each child’s book and **updated at least once a month**.
12. **Children to self-assess** at the end of each lesson as well as the teacher / TA marking the work to also assess.
13. **Marking** must follow the marking policy and time must be given to the children, so they have the opportunity to **correct misconceptions** (g**reen** **pen** used for misconception correction).
14. **All staff to move around groups**. Teachers need to have an understanding of the progress of ALL groups within the classroom.

Non NEGOTIABLES IN TOPIC

# ESSENTIALS

1. Evidence of a range of learning activities and opportunities to develop writing skills within some activities.
2. Work should be differentiated appropriately to suit year group and cohort ability.
3. Children to use pencil at all times for drawing (e.g. diagrams and observations) and a handwriting pen (if they have been awarded one) for the writing.
4. The **long date** should be included for all topic work e.g. Monday 6th March 2017.
5. A **title** and **challenging** **learning objective** linked to the curriculum area must be used each lesson.
6. The date and title must be **underlined** using a ruler.
7. Evidence of baseline assessment should be evident at the beginning of **every** topic.
8. Opportunities for some self / peer assessment at the end of some lessons as well as the teacher / TA marking the work to also assess.
9. Marking **must** be kept up to date and completed in **black** pen.
10. Marking must give the children the opportunity to correct misconceptions or potentially challenge the children.
11. At least **one** piece of work in topic **quality marked once every two weeks**.
12. **Green** **pen** to be used for misconception correction.
13. Stages of the Cornerstones curriculum must be made clearly highlighted in all lessons – Engage, Develop, Innovate and Express.

Non NEGOTIABLES IN SMSC

# ESSENTIALS

**PSHE Individual Books**

1. Long date is to be used, underlined with a ruler.
2. Clear learning objective, linked to the PSHE SOW.
3. Work must be marked and kept up to date.
4. A baseline and summative assessment must be completed at the beginning and end of each unit.
5. Differentiation must be used so accessible and challenging for all.
6. The same standard of work from literacy and numeracy should be expected.
7. SOW for the children’s year group must be stuck in the back of the children’s book and when sessions are completed they dated and coded where the evidence can be found.

(e.g . 6.3.17 BB.)

**PSHE Big Book**

1. A clear date and learning objective should be on each piece of work.
2. Any individual child’s work should be named.
3. National Initiatives such as Anti- Bullying week, Children in Need, NSPCC etc must be evidenced.
4. Global Learning needs to be evidenced at least once a half term.
5. SOW for the children’s year group must be stuck in the back of the Big Book and when sessions are completed they dated and coded where the evidence can be found.

(e.g . 6.3.17 BB.)

**RE books**

1. Long date is to be used, underlined with a ruler.
2. Clear learning objective, linked to the RE programme of study.
3. Work must be marked and kept up to date.
4. A baseline and summative assessment must be completed at the beginning and end of each unit. The summative must be completed in green pen, adding onto the baseline assessment. This will allow for progress to be clearer.
5. Differentiation must be used so accessible and challenging for all.
6. The same standard of work from literacy and numeracy should be expected.